

Ohio Ecological Food and Farm Association Certification Job Announcement: Certification Specialist

The Ohio Ecological Food and Farm Association (OEFFA) Certification is seeking a detailed-oriented, organized, and passionate member to join our team.

About OEFFA: Founded in 1979, Ohio Ecological Food and Farm Association (OEFFA) is a membership-based grassroots organization, dedicated to promoting and supporting sustainable, ecological, healthy, and accessible food systems. OEFFA Certification has been in operation since 1981, providing organic certification services to farmers and food processors in 12 states across the Midwest. Our clients include grain growers, dairy farmers, mixed vegetable growers, coffee roasters, meat processors, and everything in between.

Position Summary: The Certification Specialist collaborates with co-workers and clients to conduct in-depth reviews of applications for organic certification. Certification Specialists guide applicants through the certification process as they uphold the integrity of the organic label. The person in this role may participate in internal policy development, educational programming, and other special projects as they arise.

Major Duties and Responsibilities

- Review producer and handler applications and files to verify compliance with the National Organic Program (NOP).
- Provide excellent customer service and assistance to certification clients
- Handle correspondence via fax, phone, email, postal mail communication in a consistently professional manner
- Work on special projects as requested
- Stay current with changes on NOP standards
- Help develop and implement OEFFA Certification policies and procedures

Qualifications and Experience

- Knowledge of organic farming, the certification process, and/or interpretation of government regulations.
- An independent worker with problem-solving skills and effective at working with others to reach common goals and objectives
- Digital literacy, including Microsoft Office, Google Workspace, Sharepoint, Adobe, and databases
- Strong organizational skills, attention to detail, and the ability to complete work on deadline
- Comfort with multiple forms of communication including postal mail, email, fax and phone calls
- Proficient at oral and written communications.
- Effective at establishing and cultivating positive working relationships with colleagues and customers.
- Self-awareness of strengths, weaknesses, and preferences around work and workplace environment
- Commitment to consistency, accountability, and excellence and a willingness to learn.

Compensation: This is a full-time position (40 hours/week), with the option of working in our Columbus, OH office or telecommuting. The starting salary range is \$45,000 - \$50,000, commensurate with prior experience. It takes approximately one year to master this position, during which you will participate in OEFFA's comprehensive training program; please apply only if you are prepared to make a multi-year commitment in exchange for this investment in your professional development. Additional benefits include health insurance (major medical, dental, vision) and generous paid time off, and membership in a team which is dedicated to supporting our organic operations, each other, and a growing organic industry.

To Apply: Send a cover letter, résumé, and names of three references (indicate relationship to you) in a single pdf to certificationjob@oeffa.org with "Certification Specialist" in the subject line. In your cover letter please address how your experience and background meet the requirements of the position. **We expect the position to begin in July 2026.** The position is open until filled and applications received by **June 4, 2026** will receive full consideration.

OEFFA is committed to providing equal employment opportunities to all individuals, regardless of race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, or any other characteristic protected by law. This policy applies to all aspects of employment, including hiring, promotion, termination, compensation, benefits, and training.

At OEFFA, we believe that a diverse and inclusive workplace drives innovation and growth. We strive to create an environment where everyone feels valued and respected. All employment decisions are based on qualifications, merit, and business needs.

